

SOUTHERN AREA INTERAGENCY INCIDENT MANAGEMENT
ANNOUNCEMENT/APPLICATION WEBSITE

ANNOUNCEMENT CLOSES: Extended to November 1, 2013

OBJECTIVES:

To build and maintain teams of highly qualified and motivated specialists who are able to manage complex emergency operations in a professional and cost effective manner.

DATE AND LOCATION OF POSITIONS:

Individuals selected will be assigned to one of the Southern Area Incident Management Teams. Please indicate which team you are interested in applying for. Assignment will begin approximately **January 1, 2014**

AREA AND LEVEL OF CONSIDERATION:

Employees from participating agencies, states, and cooperators in the Southern Area are encouraged to apply. Individuals applying for trainee or apprentice positions will be considered for those positions only. **Individuals currently serving on our Incident Management Teams in the Southern Area need not reapply via the electronic ICAP system. Current team members from within the Southern Area that wish to remain in your current position need to complete a one-page hard copy application that will be supplied by your Incident Commander. Current team members from outside the Southern Area must reapply via the electronic ICAP system.**

Duties:

Individuals selected will be expected to perform at a high level of expertise as a member of an incident management team. Interaction between team members is an absolute necessity when performing in an emergency and often critical incident environment. Specific duties vary with positions and are listed in the Fireline Handbook. Individuals, when assigned as team members, will be expected to maintain availability for assignment when called and perform in a satisfactory manner in assigned positions.

TRAINEE/APPRENTICE POSITIONS:

Trainees and apprentices are selected for Southern Interagency Incident Management Teams to develop individuals to become future team members in positions that have an existing or predicted shortage of qualified personnel. The number of trainees and apprentices combined will not exceed 10.

Apprentices should have the potential to become qualified for the target position in three to six years. Trainees will generally be assigned for one (1) year and will be assigned to train in the position for which they apply. Upon the recommendation of the Incident Commander, the Southern Area Coordinating Group may elect to retain selected trainees for more than a one year period, dependent upon the achievement of training objectives.

QUALIFICATIONS:

Applicants applying for positions must meet Incident Command System qualification standards as published in the 310-1 Wildland Fire Qualification Guide or the Forest Service 5109.17 Fire and Aviation Qualifications Guide. Individuals must be functionally qualified at the Type 1 or Type 2 (as applicable) level for the positions they apply for and/or fill or indicate on their application that they are applying as an apprentice or trainee. Only material submitted with the formal application will be considered in assessing qualifications.

SELECTION PROCESS:

Some of the selection criteria are listed as follows:

- ✓ **EXPERIENCE** – This is both experience in the position the individual is applying for and experience with teams (Southern or others).
- ✓ **OTHER QUALIFICATIONS** - the broader the qualifications – the better.
- ✓ **AVAILABILITY** – Past availability history.
- ✓ **APPLICATION** - Completed applications and possible interviews with the selecting official or their designate.

We will continue to strive to improve ethnic, gender, and agency diversity.

The Southern Area Coordinating Group along with the Incident Commanders will meet to review the applications and select the teams.

WHERE TO APPLY:

To complete the **NEW** on-line application process you must first log in with your eAuthentication credentials. Please go to www.fireportal.usda.gov. Non Forest Service employees that have not already done so should follow the step-by-step instructions attached to obtain eAuthentication credentials in order to apply for the team. If you have questions about the on-line application process, please contact Tracy Robinson, Southern Area Coordination Center, at 678-320-3002.

THE FOLLOWING INSTRUCTIONS APPLY TO **NON-FOREST SERVICE** APPLICANTS ONLY

Quick Start Guide for ICAP

To access the Incident Command Application (ICAP) system for submitting IC Team applications, we have developed a web: www.fireportal.usda.gov. Access to this site is controlled through the USDA eAuthentication access control system. Anyone, from any agency or private individual, can create an eAuthentication account.

Creating a new eAuthentication Account

Step 1: Establishing Personnel Access

FIRST TIME USER

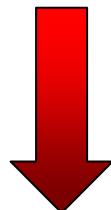
All users must obtain a **Level 1** security clearance through the US Department of Agriculture (USDA) eAuthentication process. USDA eAuthentication is the system required by USDA agencies to enable customers to get accounts that will allow them to access USDA Web applications and services via the Internet through an User Identification (User ID) and Password system. This process ensures the identity of those who access the system and what they should be allowed to access.

To obtain a login for NWPortal, go to this website:

<http://www.fireportal.usda.gov>

Move your cursor to “” in the  box.

**SCROLL DOWN TO SEE THE REST OF THE DIRECTIONS
BELOW**



USDA United States Department of Agriculture
USDA eAuthentication

login :
password :

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Quick Links

- What is an account?
- Create an account**
- Update your account

Administrator Links

- Local Registration Authority Login

Create an Account

What Level of Access do you need?

If you are a USDA Federal Employee, the **USDA Employee Create an Account** page will take you through the steps to create a USDA eAuthentication Employee Account.

If you are a USDA customer (Users who are not USDA Federal Employees), you should answer the following questions to determine if you need Level 1 or Level 2 account access:

Would you like to interact with the USDA doing the following?

- Conducting official electronic business transactions via the Internet?
- Entering into a contract with the USDA?
- Filling out and Submitting electronic forms or applications for USDA via the Internet?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with **Level 2 Access**.

If you already have a Level 1 eAuthentication account and need Level 2 Access, then **log into your profile** and select "Apply for Customer Level 2 Authentication". No need to create a new account, simply upgrade from Level 1 to Level 2.

Would you like to interact with the USDA doing the following?

- Utilizing an application or USDA web portal that indicates a Level 1 account is needed?
- Obtaining general information about a specific USDA agency?
- Participating in public surveys for a USDA agency?

If you answered YES to 1 or more of these questions, you will need to register for an eAuthentication account with **Level 1 Access**.

eAuthentication Home | USDA.gov | Site Map

Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

Follow the instructions for obtaining **LEVEL 1** security. Although the screen indicates your choice could be Level 1 or Level 2, **Create a LEVEL 1 account.**

USDA United States Department of Agriculture
USDA eAuthentication

login :
password :

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Quick Links

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- Create an account**
- Update your account

Employee Links

- Local Registration Authority Login

Create an Account

Level 1 Access [Create an Account Help](#)

Step 1 of 2

If you are a USDA Federal Employee, you should continue with the USDA eAuthentication **Employee Create an Account** process.

Public customers should complete the information below to create a USDA account. All required fields are marked by an asterisk (*).

Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters

Password*: 4-10 characters

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

Email*:

Confirm Email*:

You will be asked to enter all required fields marked by an * (User ID, password, first name, last name, country and e-mail address). Click on "Continue."

USDA United States Department of Agriculture
USDA eAuthentication

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Create an Account

Level 1 Access
Step 2 of 2

Verify your Level 1 access information.
Click the Back button to make changes or click the Submit button to create your account with Level 1 access.

User ID: **fireboy**
 Password: **** Not Shown ****
 First Name: **Dan**
 Middle Initial: **Barrett**
 Last Name: **Barrett**
 Home Postal/Zip Code: **United States**
 Country Name: **United States**
 Email: **c_green@hotmail.com**

[Back](#) [Submit](#)

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If all of the information is correct, you need to “Submit” in order to complete the registration process.

USDA United States Department of Agriculture
USDA eAuthentication

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Create an Account

Level 1 Access Confirmation

Please print this page for future reference.

Congratulations Don Jensen! You have successfully created a USDA account with Level 1 access.

The User ID you created is : fireboy

The email address you provided is: lgrover@fs.fed.us

You should receive a confirmation email within 1 hour from eAuthHelpDesk@usda.gov with the subject line of 'Activate Your USDA Account with Level 1 Access within 7 Days'

If after 24 hours you do not receive the confirmation email:

1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the eAuthentication helpdesk at eAuthHelpDesk@usda.gov. Please provide your User ID, first and last name, and email address.

To activate your account, you must click on the activation link provided in the confirmation email within **7 days**. Be sure to follow the instructions provided in the confirmation email to activate your account with Level 1 access.

• **NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

[Continue](#)

[eAuthentication Home](#) | [USDA.gov](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#)

Once you have submitted this information you will be notified via e-mail of your registration. This is usually immediate.

Step 2: Confirm your Account – You will get an electronic message to your e-mail address confirming your application to the eAuthentication process similar to the following:

Congratulations fireboy

You have successfully created a USDA eAuthentication account with Level 1 access.

Please print and retain this message for future reference.

The User ID you created is: fireboy The email address you provided is: lgrover@fs.fed.us

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 1 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click [ACTIVATE MY ACCOUNT](#)

NOTE: If you do not click on the "Activate My Account" link within the required 7 days, your account will be terminated and you will have to start the entire process over again.

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can view or update your account information by clicking [UPDATE YOUR ACCOUNT](#). You can also access your account information from the USDA eAuthentication web site at <http://www.eauth.egov.usda.gov>.

If you need further assistance, please email the USDA eAuthentication Help Desk at eAuthHelpDesk@usda.gov.

Please include the following information in your email:
 Your first and last name
 Your eAuthentication User ID
 Indicate whether you are a public customer, federal employee, state, or district employee
 If you are a federal employee, provide the name of your employing agency
 The URL (Web Address) of the Web site or application you were attempting to access
 The text of any error messages and a detailed description of the problem

If you have trouble accessing your activation link above, please copy and paste the following link into your browser address bar:

"<https://eauth.sc.egov.usda.gov/eAuth/activateUser.do?username=fireboy&str=15182714112434-121162724311427-11528-1151413-13028>"

Click on “3. Click [ACTIVATE MY ACCOUNT](#)” The following screen will appear.

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USDA eAuthentication

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Quick Links

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Employee Links

- Local Registration Authority Login

Account Activation

Thank you, your account has been activated.

If you are a USDA Federal Employee, no further action is needed.

Please wait approximately 20 minutes from the time of activation before logging into your account.

If you are a public customer (non USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proofing if you have not already.

If you are a public customer (non USDA Federal Employee) of USDA and are applying for a USDA Account with Level 1 access, no further action is needed.

[Close Window](#)

eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

You are applying for a Level 1 account. No further action is needed. Close this screen. Your account has been activated.

The email mentions waiting 20 minutes before logging, but this is not necessary.

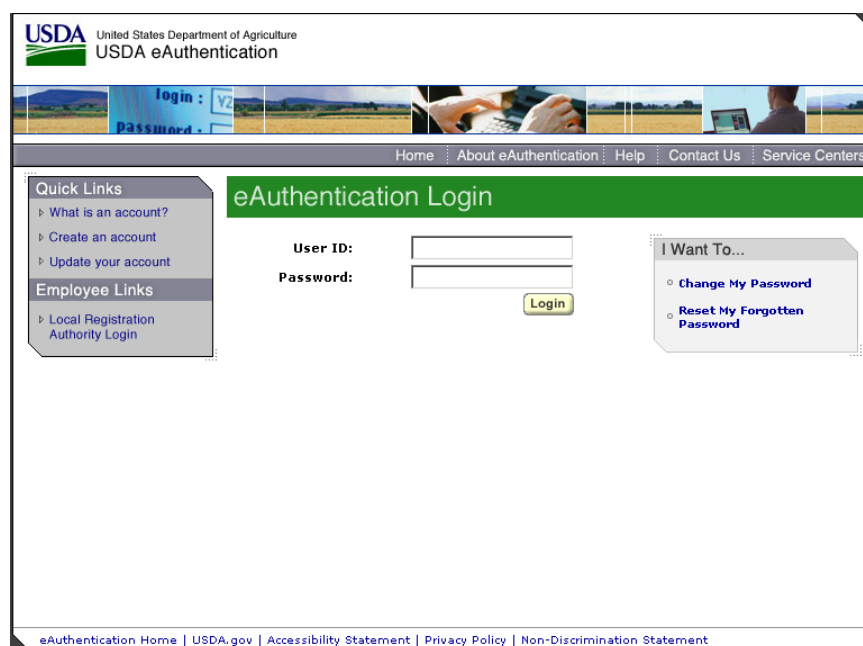
Step 3: Accessing the NWPortal System

After an individual has completed the e-Authentication process (including responding to the e-mail message sent to him/her by e-Authentication) they may begin using the NWPortal system.

The web address is NWPortal is: www.nwportal.fs.usda.gov. You will use this web address for all further access to the NWPortal system.



Click on



Log in using the 'user ID' and 'password' you established.

Step 4: Selecting NWPortal systems, ICAP.

The first time you access NWPortal you need to request access to the ICAP application. Select 'Request Access to a System', then select the "ICAP - Incident Command Application".

The system manager will review your request and grant access. You will be notified via email.



The next time you enter FirePortal you may enter those system(s).

At this point you may bookmark the location, or save in your Favorites on your browser.

If you have any questions please contact Dale Guenther, dguenther@fs.fed.us, 503-808-2188.